

## WITHDRAWAL OF CLAIM

Updated 2/12/2008

**Refer to "Last Day to File Proofs of Claim" listed on the Notice of First Meeting of Creditors to determine if you wish to withdraw or amend the claim you filed.**

This process shows the steps required for an external user to process a Withdrawal of Claim in CM/ECF.

**NOTE:** The withdrawal of claim should be in a pleading or letter format stating the reason why a withdrawal is necessary. It should not be the image of an incorrect claim, etc. It is also necessary to verify which claim is being withdrawn prior to filing the withdrawal. Access the court's claim register, locate the claim to be withdrawn, and verify the claim amount and number.

**STEP 1** - Click on the [Bankruptcy](#) hyperlink on the CM/ECF Main Menu Bar.

**STEP 2** - The BANKRUPTCY EVENTS screen displays.

- Click on the [Claim Actions](#) hyperlink.
- For further information on each of these categories, click the (Help) icon.

**STEP 3** - The CASE NUMBER screen displays.

- Enter the case number for the appropriate case.
- Click the [**Next**] button.

**STEP 4** - The EVENTS screen displays.

- Select the event "**Withdrawal of Claim**" from the list of events.
- Click the [**Next**] button.

**NOTE:** Type the first letter (**W** for **Withdrawal**) and the highlight bar will immediately select the first entry beginning with **W**.

**STEP 5** - The JOINT FILING screen displays.

- Click in the box if document is being filed with another attorney.

- Click the **[Next]** button.

**NOTE:** If you are a Limited Access Participant, this screen will be blank and you may skip to Step 6.

**STEP 6** - The SELECT PARTY screen displays.

- Select the party that the filing attorney is representing from the list.
- If the correct party does not appear in the drop-down box, click **Add/Create New Party** and complete the information. For more detailed information about adding parties, see section on [Adding a Party](#) for instructions.
- Click the **[Next]** button.

**STEP 7** - The ASSOCIATION screen appears.

- Click box to associate filing attorney with the filing party.
- Click the **[Next]** button.

**NOTE:** If you are a Limited Access Participant, skip to Step 8.

**STEP 8** - The SELECT PDF screen displays.

- Select the .pdf file to associate with this event. For more detailed information about creating and attaching .pdf files, see section on [Attaching PDF Files](#) for instructions.
- Click the **[Next]** button.

**NOTE:** The withdrawal of claim should be in a pleading or letter format stating the reason why a withdrawal is necessary. It should not be the image of an incorrect claim.

**STEP 9** - The VERIFICATION screen with debtor name and case number appear.

- Verify this is the correct case.
- Reminder: Select WITHDRAW on the CLAIM STATUS Screen.
- Click the **[Next]** button.

**STEP 10** - The CLAIM NUMBER/STATUS screen displays.

- Enter the court's claim number to be withdrawn (per the court's claim register).
- Click the **[Next]** button.
- Click on **“Withdraw”** in the claim status drop-down box to change the claim status.
- Click the **[Next]** button.

**NOTE:** Multiple claims can be withdrawn at the same time. Enter the claim numbers in the following manner: *1, 2, 3* - **DO NOT** format any other way, i.e. *1, 2 and 3* or *1, 2, & 3*, as the process will

only work if entered as 1, 2, 3. If withdrawing multiple claims, ensure that the .pdf document lists all claims in one document.

**STEP 11** - The MODIFY DOCKET TEXT screen appears.

- Modify text as necessary.
- Click the **[Next]** button.

**STEP 12** - The FINAL DOCKET TEXT screen displays.

- This is the last opportunity to verify the accuracy of the information. Submission of this screen is final.
- If the final docket text is incorrect, click the browser **[Back]** button to find the screen needed to modify.

**NOTE:** If the **[Back]** button is used and case information is altered, you must use the **[Next]** button and resubmit for each screen or the changes will not take effect. In other words, do not use the **[Forward]** button on the browser if you alter information on a previous screen.

- To abort or restart the transaction, click the Bankruptcy hypertext link on the Menu Bar.
- Click the **[Next]** button if correct.

**Docket Text: Final Text**

**Withdrawal of Claims: 3 Filed by Robinson Pediatrics, LLC. (Attorney3, Jim)**

**Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.**

**STEP 13** - The NOTICE OF ELECTRONIC FILING screen displays.

**NOTE:** To ensure that proper steps were followed with this withdrawal of claim, you may view the claims register for your applicable case under the Reports - Claims Register link in CM/ECF. Generate the claims register report and look for the claim that was withdrawn to verify that the *Docket Status* link on the right-hand side has the proper hyperlink to the withdrawal information.

- The Notice of Electronic Filing is the verification that the filing has been sent electronically to the court's database. It certifies that the document filed is now an official court document. It is recommended that you print this screen for your records because it also includes the date, time, case number, and document number.